

# Terms of Reference - Cyber Security Forum

## **1. Introduction**

The Electricity Act, 1998 requires the IESO to establish one or more processes by which consumers, distributors, generators, transmitters and other persons who have an interest in the electricity industry (collectively, stakeholders) may provide advice and recommendations for consideration by the IESO.

These terms of reference are intended to provide guidelines for the Cyber Security Forum, which will be categorized as an IESO Standing Committee.

## **2. Purpose of the Committee**

The electricity sector, like other critical infrastructure sectors, has been and will continue to be subject to cyber security threats and incidents. These risks require each organization to develop and support robust cyber security and cyber incident response programs to protect themselves from threats to their critical business operations.

The Cyber Security Forum is a collaborative open forum designed to improve cyber security within Ontario's electricity sector. The Forum will collaborate on and share best practices to address emerging or existing cyber security issues to improve our respective organization's cyber security programs. On an as needed basis the Forum may provide support to other electricity specific forums in Ontario, such as, the Ontario Smart Grid Forum, or the IESO Emergency Preparedness Task Force.

## **3. Scope**

The Forum is a voluntary information sharing group restricted to market participants and guest members. There is no obligation of the members' organizations to act on the directions or recommendations of the forum. The subject matter under consideration by the Forum is limited to cyber security excellence.

The primary goals of the Forum are to:

- Increase awareness around national cyber security initiatives,
- Develop and collaborate on best practises
- Review current information about incidents, threats, and vulnerabilities that have been analyzed by trusted experts

- Discuss information and awareness about emerging technology with an emphasis on possible vulnerabilities and risks.
- Share information concerning information security management practices
- Lessons learned and expert advice

The Forum's scope will exclude compliance or regulatory issues.

#### **4. Executive Briefings**

The Forum is related to but separate from the IESO's **Executive Briefings on Cyber Security**. The Executive Briefings will be a separate Standing Committee, with a separate Terms of Reference expected in 2018.

#### **5. Composition of the Committee**

Membership is open to representatives of companies that are registered Market Participants. Representatives should be knowledgeable and experienced in matters related to information technology and cybersecurity. Guest members may be admitted to the Forum and are required to be senior staff members from other organizations that share a common and consistent interest in Forum objectives and are able to actively contribute to its activities.

You are asked to apply for participation by sending a notice to the Chair of the Committee, Ben Blakely at [Ben.Blakely@ieso.ca](mailto:Ben.Blakely@ieso.ca).

#### **6. Organization, Administration and Frequency of Committee Meetings**

(a) IESO staff will chair the Committee. The chair may act as the facilitator for the meeting, or a separate independent facilitator may be used. The Chair or facilitator will be responsible for the role of a time keeper.

(b) The Chair will ensure all meeting support material is circulated in advance to Committee members via email, and posted. The meeting date should be announced at least three weeks in advance so members have time to arrange their schedules. The Chair should produce an agenda two weeks in advance of the meeting to allow members to contribute to the agenda. Meeting materials should be provided one week in advance along with the final agenda so that members have the opportunity to prepare for the meeting.

(c) The agenda will state the sponsor's and facilitator's name, what the purpose and objectives are for the meeting, agenda items to be discussed indicating which items are for information purposes and those where IESO is looking for input and indicate any pre-meeting requirements (e.g., members attending are expected to have read a document prior to attending).

(d) Attendance may be in person, teleconferencing or webcast facilities. If attendance does not meet the minimum quorum; the Chair may postpone or cancel the meeting. Some meeting items may require in-person attendance.

(e) The Chair, or a delegate, will take meeting minutes including actionable items and their resolution. Meeting minutes, including any accompanying written submissions, will be distributed to all members within five business days following a meeting. Committee members will review the minutes and provide any comments to the Chair within four business days of receipt of the draft. The Chair will finalize the minutes and will then distribute the minutes and related written submissions to the Committee members and will post those materials on the IESO web site. This will be done within ten business days following the meeting.

(f) The Committee will adhere to the stakeholder engagement principles:  
<http://www.ieso.ca/en/sector-participants/engagement-initiatives/overview/engagement-principles>.

(g) All members are to come prepared to the meeting including providing materials in advance to all members.

(h) All members are expected to follow these Terms of References which will be posted on the Forum's web page.

(i) The frequency of meetings will fluctuate but is intended to be three to four times a year.

## **7. Normal Order of Meeting**

(a) The Chair shall ask attendees to introduce themselves to determine who is present, including those participating remotely.

(b) The Chair will recap any item of note from the previous meeting and deal with any outstanding action items.

(c) The Chair shall note any new items that are on the agenda in the order that they appear on the agenda. Committee members may request for additional items to be added under new business on the agenda.

(d) The Chair should ensure that any presenter/speaker is able to present his/her material and that the participants have an opportunity to seek clarification questions only. Opinions, comments, and debates will wait until the conclusion of the presentation. As a general rule for long or complex presentations the chair should limit interventions to points of clarification so that the entire presentation can be delivered.

(e) The Chair or facilitator will manage the meeting to ensure everyone has a voice at the meeting and no one dominates the discussions.

(f) Comments or concerns raised by participants should be written on flip charts or whiteboards for all in attendance at the meeting to see. The Chair, moderator, facilitator, or note-taker should seek confirmation that the notations or notes accurately summarize the issue. The Chair will check with the participant to make sure the point has been adequately captured.

(h) At the conclusion of the meeting, the Chair will close with a summary, recap the agreed to action items, inform members of the next steps as well as next meeting date. Developing a draft agenda for next meeting is optional, depending on when the next meeting is.

## **8. Contact Information**

Ben Blakely – [Ben.Blakely@ieso.ca](mailto:Ben.Blakely@ieso.ca)  
Chair

Jason Hammerschmidt – [Jason.Hammerschmidt@ieso.ca](mailto:Jason.Hammerschmidt@ieso.ca)  
Co-Chair